



May 25, 2022

**DR. EDGARDO E. TULIN**

University President  
Visayas State University  
Baybay City, Leyte

Dear Dr. Tulin:

We wish to recommend the renewal of appointment of **Mr. Orlan C. Capin** for the position of **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of **SIX HUNDRED FORTY TWO PESOS & 05/100 ONLY** (P 642.05) effective July 1, 2022 to December 31, 2022.

Please see attached paper for his duties and responsibilities.

Very truly yours,

**JIMMY O. POGOSA**  
Committee Member

**SENONA A. CESAR**  
Committee Member

**MARLITO M. BANDE**  
Committee Member

**HUMBERTO R. MONTES, JR.**  
Committee Member

**ELIZA D. ESPINOSA**  
Committee Chairman and  
Director, ITEEM

Availability of Appropriation/Funds

**ALICIA M. FLORES**  
Head, Budget Division

Recommending Approval:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

Personnel Clearance:

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

Approved:

**EDGARDO E. TULIN**  
University President